

**PORTERVILLE DEVELOPMENTAL CENTER****JOB OPPORTUNITY BULLETIN****SUPERVISING SPECIAL INVESTIGATOR II (COMMANDER)**

<b>SALARY RANGE:</b>	<b>\$6,333 - \$8,269</b>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Office of Protective Services</b>
<b>FINAL FILING DATE:</b>	<b>Continuous Until Filled</b>
<b>JOB CONTROL #:</b>	<b>JC-19325</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Chief, Office of Protective Services (OPS), the Supervising Special Investigator II, hereinafter referred to as "Commander", oversees the daily operation and supervision of the protective services division at the designated Developmental Center and/or Community Facility (DC/CF). The Commander oversees all OPS employee functions and may be required to perform and/or participate in complex investigations and sensitive staff functions related to field investigations and public safety while establishing a strong liaison with DC/CF management. Other duties include: Ensures that all consumer-related protection issues are identified and managed accordingly. Ensures that statewide policies and procedures are implemented and adhered to as required and identifies areas requiring changes or improvements to enhance specialized law enforcement functions. Manages and coordinates the administrative support functions for law enforcement and fire services provided at the DC/CF. Manages and ensures training requirements are met, including training regulated by the Commission on Peace Officer Standards and Training (POST) for sworn OPS employees. Coordinates with OPS Headquarters any proposed recruitment and hiring and assists the exam unit at the DC/CF as needed. Manages the use of the California Law Enforcement Telecommunications System (CLETS). Provides technical assistance and consultation with the Quality Assurance Departments (QA), and Internal Audits (IA) function. Participates in HQ policy and OPS departmental decision-making including but not limited to OPS employees. The Commander must develop and maintain ongoing working relationships with the Executive Director and other executive staff to ensure continuous cooperation and coordination of OPS services as related to DC/CF operations.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement, or employee transfers) or be list eligible as a result of taking an examination. The Medical Director's Office is also willing to accept Retired Annuitant applications.

**HOW TO APPLY:** Submit a completed standard state application (STD. 678), Copy of POST, and the Criminal Record Supplemental Questionnaire. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. **NOTE:** All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov)

**Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2322 or (559)782-2325 (Contact Cecelia Goucher or Gina Lopez for questions specific to the essential functions of the position only).

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.